

# Missouri Assessment Program (MAP) SPRING 2006

## MAP Online Enrollment

### TO DISTRICT TEST COORDINATORS

October 2005

You will be accessing CTB/McGraw-Hill's suite of online applications known as **Navigator™** to place your order for testing material for the required (Communication Arts and Mathematics) and voluntary (Science and Social Studies) assessments for the Spring 2006 MAP. Communication Arts is tested at Grades 3-8, and 11; Mathematics is tested at Grades 3-8, and 10; Science is tested at Grades 3, 7, and 10, and Social Studies is tested at Grades 4, 8, and 11. You will also use **Navigator™** to place your order for Large Print and Braille edition test books and to place your order for carbonless paper.

In order to use the Enrollment application, you will need a web browser: Microsoft Internet Explorer 6.0 or greater, Netscape 7.1 or greater, or Safari 1.2. If your browser is not a supported version, the Enrollment system will direct you to a location where you can get a free updated browser. Please contact your local technology administrator if you need assistance in accessing the browser upgrades.

The username and password for access to the website are provided on the enclosed page titled "Accessing the MAP Online Enrollment Website."

The enrollment window is **October 10 through October 28**. During this three-week window, you have unlimited access to the website to complete or modify your enrollment numbers. After October 28, however, the website will be closed, and access will be denied.

The **price per student/per content area** for the Spring 2006 MAP is \$1.80 for Communication Arts Grades 3, 7, and 11, and for Mathematics Grades 4, 8, and 10. Communication Arts Grades 4, 5, 6, and 8, and Mathematics Grades 3, 5, 6, and 7 will be provided to districts at no cost. The voluntary subject areas will be offered at \$8.23 for the Science Assessment; and \$8.13 for the Social Studies Assessment.

**You will enter the exact number of test books you will need for each grade/content area for both the required and voluntary assessments.** Please remember that a test book overage of 7% will be added automatically to accommodate any increase in enrollments (you will not be charged for the 7% overage). If you inflate your enrollments to have extra books on hand, you will be charged for each book you order, whether it is returned used or unused. Please be sure to update any district or school address and contact information.

For **Large Print and Braille** edition test books, you will indicate the actual number of students to be tested in each building. Please be sure to order the same quantity of regular edition test books for transcription purposes. There is no extra charge for Large Print and Braille edition test books.

**Carbonless paper**, used to capture student responses to released items, must be ordered at this time. If you do not place an order, you will not receive carbonless paper. Carbonless paper must be ordered in units of 1 ream (if you indicate "1" in the carbonless paper field, you will receive 1 ream of 500 sheets). The cost of carbonless paper for 2006 is TBD per ream. The suggested rule is to order one sheet of carbonless paper per student per released item. The number of released items per content area are shown below:

- Communication Arts, Grades 7 and 11: 4 items and 1 writing prompt per grade
- Mathematics, Grades 7, 8 and 10: 4 items per grade
- Science, Grades 7 and 10: 4 items per grade
- Social Studies, Grades 8 and 11: 5 items per grade

All enrollments must be submitted with a **Purchase Order (PO) number** entered in the PO field. Please enter your PO number for your district in the PO field. If you have more than one PO number, please enter the other PO numbers in the PO field at the school level. If you submit your online enrollments without a PO number, your order will not be processed. **Because the test books are a custom product and are not reusable, your district will be billed for the quantities specified during the online enrollment process, whether or not the materials are used. Similarly, if for some reason your district decides to withdraw from the voluntary administration after submitting enrollment quantities, CTB/McGraw-Hill will bill the district for the quantities specified.**

**Pre-coding** services are no longer available. Instead DESE has decided to introduce student barcode labels which will have pre-code information that districts provide to DESE. Instructions on how to handle the student barcode labels are in the Examiner's Manuals and Test Coordinator's Manual.

Only the District Test Coordinator should provide enrollments via the online enrollment process. If you do not know your password, have any questions, or need further assistance with this process, please contact the Missouri Assessment Program Service Line at **1-800-544-9868** and select option "1."

**NOTE: If you need to add or delete a school, you must contact DESE Core Data at 573-751-9060 for prior authorization. Any edits to district information are for testing material shipment purposes only and will not change information in the Core Data Collection System.**

### **Spring 2006 MAP Schedule**

Feb 17–Feb 27	Test Coordinator's Packets to Districts
Feb 27–March 13	Testing Materials to Districts
March 27–April 14	Early Return Testing Window
March 27–April 28	Regular Testing Window
April 21	Early Return Deadline for Pickup of Testing Materials
May 1	Regular Return Deadline for Pickup of Testing Materials

Thank you.

***CTB/McGraw-Hill***

Enclosures:    Accessing Navigator™ (salmon)  
                      MAP Online Enrollments District User Guide (white)